



## Planning for the Resumption of On-Campus Operations

***Contingent on the Governor's Directives and in conjunction with NSHE, UNLV anticipates beginning the process of returning to on-campus operations during June\* using procedures that maintain social distancing and mitigate risk.  
Everyone has a shared responsibility to protect themselves and others.***

*\*Dates are tentative and subject to change.*

<b>UNIT/COLLEGE NAME</b>	University Libraries
<b>SUBMITTED BY</b>	Maggie Farrell, Dean
<b>DATE</b>	June 5, 2020

Each Vice President and Dean will provide an overall summary of their expected resumption of on-campus operations for their division or college based on the [university guidance](#) provided.

The plan you produce is intended to be a high-level summary and will likely be only a few pages in length; bullet points within each section are encouraged. If you feel it is necessary, you may include relevant protocols or supplemental material with your summary, but this is not required.

For each heading below, identify your division/college plans for resuming on-campus operations. The plan you will be submitting covers the time period tentatively beginning the first part of June and continuing up to the start of the fall semester.

Please submit your plan via email to Gregg Maye by June 8, 2020.

### **Personnel Plans - Return**

#### **What are your plans to bring back staff in a phased and responsible manner?**

The majority of academic faculty, administrative faculty, and classified staff will continue to work remotely through Step 1 and Step 2.

Public service and administrative personnel will prepare Lied Library for reopening on July 6<sup>th</sup>.

Health Sciences Library and Information Commons open but unstaffed through Steps 1 and 2.

Branch Libraries to remain closed until Step 3 or the Fall Semester.

Student employees will transition from remote work to onsite work as their positions warrant.

Employees will follow the CDC and NSHE guidelines for personal safety.

Employees that need to be onsite will coordinate staggered work schedules.

Employees will physically distance while in the workplace as well as maintain appropriate distance in work areas.

Meetings will be conducted virtually.

Morale Committee continues to provide engagement opportunities for library faculty, staff, and student employees.

## **Personnel Risk - Risk Mitigation**

### **What changes are needed for employee work locations and schedules?**

Private offices will not require any changes.

Division Directors/Associate Dean examining cubicle office spaces to determine if spacing and/or staggered work schedules are necessary.

Alternative workspaces being examined for individuals that share office space.

Work and Break Rooms will be limited to 1 or 2 people depending on size.

Directional paths for one-way walking may be instituted in some offices.

Plexiglass barriers will be installed in the Admin Reception area.

Staggered work schedules are being developed for those individuals who need to work fully or partially onsite. Remote work is still being encouraged.

## **Operations**

### **What modifications to operations will need to be made to function safely and effectively when we open the campus, currently anticipated on July 6?**

See below for public operations.

Work operations will focus on the most critical responsibilities.

Some lower priority operations will be deferred due to limited onsite faculty, staff, and student employees.

## **Safety Protocols**

### **What safety protocols will be established and followed in order to mitigate the risk for everyone?**

Library faculty and staff will attend training for personal safety

Library faculty, staff, and students will be required to wear face masks while in public and common workspaces.

The University will provide face masks, sanitizer, and personal cleaning cloths.

The Libraries will provide additional cleaning supplies and gloves for those who are handling patron materials.

Signage will be placed in work and public areas reminding individuals of physical distancing and traffic patterns (if appropriate).

Divisions Directors/Associate Dean and supervisors will be trained to monitor protocols in their areas.

Communication has already increased and will continue to remind library faculty, staff, and students of the protocols especially as the fall semester begins to not let our protocols slide.

Vendors and delivery personnel will follow the Visitor Guidelines being developed.

## **Miscellaneous Information**

### **Additional information you would like to provide.**

The above information applies to workplace protocols. In addition, the Libraries serve every student through our five facilities. The following details apply to the public service/instruction activities.

Lied Library will open to NSHE/UNLV students and personnel on July 6<sup>th</sup>.

Lied Library hours will be shorter than previous summers but will be adjusted as necessary to meet student needs.

Lied Library will institute Rebel Hours for the summer (restricted access to NSHE only) in order to

monitor how many individuals are in the building as well as to give priority to limited study spaces and computing for UNLV students. Rebel Hours are also being considered for the Fall Semester dependent on the health situation and UNLV student priority.

The Health Science Library and Information Commons at the School of Medicine have remained open to UNLV health science students, faculty, and residents throughout the remote work situation. However, these facilities have tight building security with Marlok access. As digital libraries, library faculty and staff work effectively with SoM students and faculty providing reference chat, virtual consultations, online instruction, research support, etc.

The Music, Architecture Studies, and Teacher Development Resources Libraries will remain closed through Step 1 and 2. Services and hours will be evaluated for the Fall Semester. Special Collections & Archives will offer appointments and escort community researchers to their Reading Room.

All library facilities will employ the following strategies to mitigate risks to employees as well as to students and faculty utilizing the Libraries:

Students must follow UNLV guidelines including wearing masks

Students will be encouraged to physical distance

Library faculty, staff, and student employees will be required to wear masks when working in common areas and at service points

Disposable gloves will be provided to library faculty, staff, and student employees who are working with library materials potentially handled by patrons

Plexiglass barriers will be installed at service desks

Cleaning supplies will be provided to supplement custodial cleaning

Strategies for cleaning computers will be developed

Hand sanitizer dispensers have been installed by UNLV Facilities at key points such as adjacent to elevators

Signage to encourage risk mitigation strategies have been installed throughout Lied and will be installed in branch libraries

Queuing directions/signage will be installed at service points

Materials returned or used will be quarantined for 72 hours as a precaution

During Step 2, access to the stacks may be limited – books may be paged and either picked up at the main circulation desk or delivered curbside at the Lied Library Harmon entrance

Online services such as reference chat, email, phone, and consultations will continue to be virtual. Some of these services will be offered within Lied Library following safety protocols.

All Fall instruction is moving to online - this will require faculty librarians to convert 290 instruction sessions to remote instruction.

Faculty librarians are working on Canvas integration to seamlessly integrate information literacy and relevant resources for online courses.

Communication regarding safety actions and patron expectations will be developed and distributed before July 6

Plans are being shared with partners such as the Graduate Student Commons, ASC - Tutoring, and the Law Library.